

Steps to Access Youthful Offender Case Records within Alacourt.com

(03/05/2015)

PREREQUISITES

Prior to accessing YO case records in Alacourt.com, the attorney must:

- Be a registered Alacourt.com subscriber.
- Have an Alacourt.com monthly image subscription package.
- Successfully setup their Confidential Access Code in AlaFile.
- The attorney's six digit 'Attorney Code' (abc123) must be associated with the case.

REGISTERING WITH ALACOURT.COM

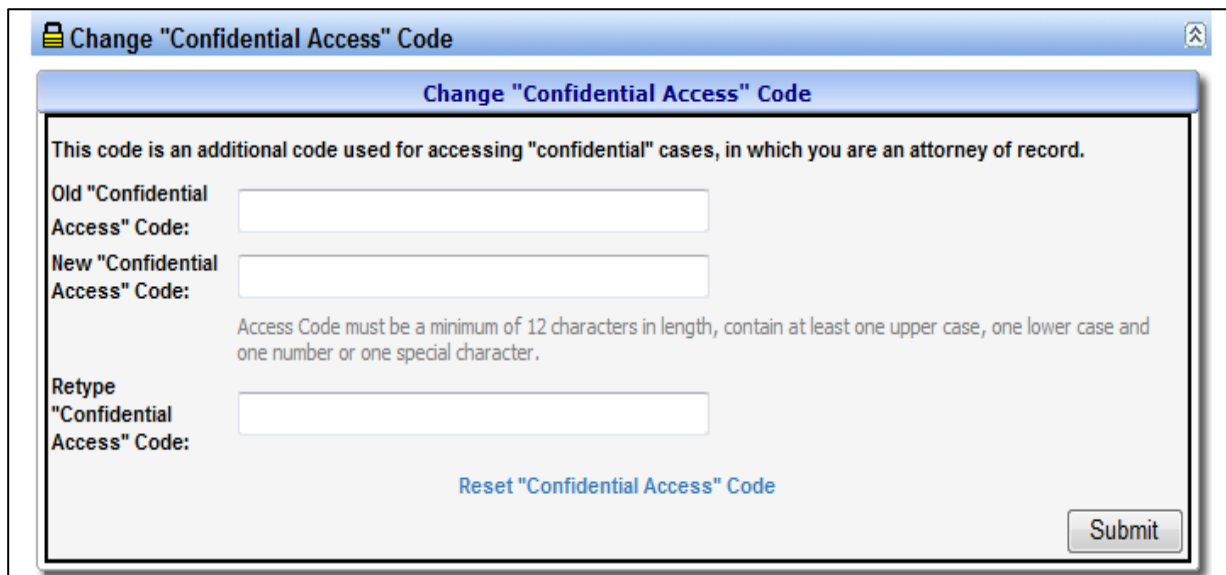
To register as an Alacourt.com subscriber, please contact Alacourt.com at:

- Toll Free – 1-877-799-9898
- Online – www.Alacourt.com (*Contact Us* link)

SETUP ACCESS CODE IN ALAFILE

To setup the Confidential Access Code in AlaFile, please complete the steps below:

- Login to AlaFile (<https://alafile.alacourt.gov>)
- From the top menu bar, select *Update Account > Change Confidential Access Code*
- Enter a password that meets the criterion below
- Retype the new Confidential Access Code to confirm
- Click Submit



The screenshot shows a web browser window titled "Change 'Confidential Access' Code". The page content includes a header with the same title, a descriptive paragraph: "This code is an additional code used for accessing 'confidential' cases, in which you are an attorney of record.", and three input fields: "Old 'Confidential Access' Code:", "New 'Confidential Access' Code:", and "Retype 'Confidential Access' Code:". Below the input fields is a note: "Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character." At the bottom of the form area, there is a blue link "Reset 'Confidential Access' Code" and a "Submit" button.

NOTE: All passwords for access to these records for viewing or e-filing must be kept private and not shared with anyone.

- Passwords must be **at least 12** characters long. Each password must contain characters from at least three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (A through Z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example: !, \$, #, %)
- Passwords cannot contain your personal name (username) as part of the password.
- Passwords less than the above stated requirements will not be accepted.

IMPORTANT: This Confidential Access Code is separate from the main AlaFile Password and Alacourt.com Password. It is used as a security feature to access case information and images in a confidential YO cases within Alacourt.com.

ACCESSING YO CASES AND IMAGES WITHIN ALACOURT.COM

- Login to Alacourt.com
- From Case Lookup, enter the full Case Number
- Click Search

The screenshot shows a web application window titled "CASE LOOKUP". Inside, there is a "Case Lookup" form with the following fields and options:

- County: 77-TEST County (dropdown menu)
- Division: CC - CIRCUIT-CRIMINAL (dropdown menu)
- Case Year: 2014 (dropdown menu)
- Case Number: 1 (text input) with an "Ext" dropdown set to 00
- Number of Cases: Please Select a Number (dropdown menu)

Buttons: Search, Reset

Summary bar: Case Number: 94 (dropdown) - CC (dropdown) - 2014 (dropdown) - [] (text input) .00 (dropdown) View Case (button)

- If the case has been granted Youthful Offender status, the "Confidential Access" Code Input Screen will appear showing that the case is Confidential.
- Please read the information on this screen carefully.
- The attorney should enter his/her AlaFile Email Address and the Confidential Access Code previously created within AlaFile using the steps above
- Click the Authenticate button.
- The attorney will then be able to view the YO case and images within Alacourt.com.

"Confidential Access" Code Input Screen

This case is confidential.

Access to this case is limited to attorneys of record in the case and certain prosecutors by law.

Pursuant to Section 15-19-7, Code of Alabama, records of a person adjudged a youthful offender shall not be open to public inspection.

If you are an attorney of record in this case, a "Confidential Access" code is required to access documents in this case. If you do not have a "Confidential Access" code you may set one up under the "Update Account" menu in AlaFile.

Enter your AlaFile Email:

Enter your "Confidential Access" Code:

Authenticate

NOTE: Any YO images printed from Alacourt.com will have a watermark on each page that reads, "Confidential: Printed for [username]".

IT Support

Administrative Office of Courts

300 Dexter Ave

Montgomery, AL 36104-3741

1-866-954-9411 Option 1, then Option 4

ITSupport@alacourt.gov